

AUDITOR/CONTROLLER-RECORDER**BUDGET UNIT: MICROGRAPHICS (SDV REC)****I. GENERAL PROGRAM STATEMENT**

The Micrographics fund was established to defray the cost of converting the county recorder's documents into an electronic storage system. The budget primarily reflects expenditures in services and supplies to upgrade and maintain systems that convert the ever-present flow of paper documents to microfilm and/or digital images. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Requirements	473,181	919,822	192,239	699,054
Total Revenue	57,674	31,820	-	-
Fund Balance		888,002	192,239	699,054

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET**PROGRAM CHANGES**

None.

GROUP: Fiscal			FUNCTION: General		
DEPARTMENT: Auditor/Controller-Recorder - Micrographics			ACTIVITY: Finance		
FUND: Special Revenue SDV REC					
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<u>Appropriation</u>					
Services and Supplies	64,293	791,953	791,953	(250,546)	541,407
Equipment	77	-	-	-	-
Transfers	-	-	-	157,647	157,647
Total Appropriation	64,370	791,953	791,953	(92,899)	699,054
Operating Transfers Out	127,869	127,869	127,869	(127,869)	-
Total Requirements	192,239	919,822	919,822	(220,768)	699,054
<u>Revenue</u>					
Micro Fees	-	31,820	31,820	(31,820)	-
Total Revenue	-	31,820	31,820	(31,820)	-
Fund Balance	-	888,002	888,002	(188,948)	699,054

Board Approved Changes to Base Budget		
Services and Supplies	(245,571)	Reduction is due to more accurate and conservative reflection of actual expenditures.
	(4,975)	Decrease due to fund balance adjustment.
	(250,546)	
Transfers	157,647	Increased staff support cost from AAA ACR budget unit (prior year \$127,869).
Total Appropriation	(87,924)	
Operating Transfer Out	(127,869)	Reclassified to transfers.
Total Requirements	(215,793)	
Revenue	(31,820)	Reduction in interest income.
Fund Balance	(183,973)	